**Patron Responsibilities and Conduct**

 It is a patron's responsibility to maintain necessary and proper standards of behavior to protect his individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by the staff, will be subject to the law.

 **Children**:

 The Cedar County Library District encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age 6 must be accompanied by a parent or designated responsible person over age 16 while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the library. If after a second warning, the child continues to be disruptive, he will be asked to leave the library. If the child needs to contact a parent, he may do so and then wait with a staff person until the parent arrives.

 **It is the Policy of the Cedar County Library:**

1. To prohibit conduct that disrupts or interferes with the normal operation of the

library or disturbs library patrons and staff, including but not limited to use of abusive, offensive, or threatening language gestures or clothing, unreasonable noise, or loud/or boisterous behavior or talking.

1. To prohibit using library materials, equipment, furniture, fixtures or buildings in

a manner inconsistent with the customary use thereof, or in a destructive, abusive or potentially damaging manner, or in a manner likely to cause personal injury to self or others.

1. To require cardholders to use their own personal CCLD card when using or

reserving library computers.

1. To prohibit the access of non-staff to nonpublic areas, unless accompanied

by a staff person.

1. To prohibit the consumption of food and beverages except as authorized by

the library for specified areas of the library.

1. To ban animals from the library except for service animals and as authorized

for special events by CCLD.

1. To prohibit all campaigning, petitioning, canvassing, interviewing, survey

taking, distribution of materials, photography or videotaping, soliciting or sales in library buildings and on library property without written permission from library administration.

1. To require that patrons of all ages wear shirts and shoes at all times in the

library except babies being carried or in strollers and not walking or crawling on floors.

1. To prohibit littering on all CCLD properties; being intoxicated; persisting in

disturbing the public peace by loud or aggressive conduct; engaging in fighting; harassing any other person or causing alarm to another person or persons on the premises; staling or taking other people’s property without permission; defacing, destroying, damaging or removing other’s property; engaging in any indecent or obscene conduct or making any indecent exposure of his body; possessing a weapon unless authorized by state law, smoking or carrying ignited materials.

**FIREARMS BANNED IN COUNTY LIBRARY BUILDINGS**

 **An Ordinance to Prohibit Concealed Carry of Firearms in County**

 **Library Buildings:**

State law has been adopted to permit the carrying of concealed firearms in certain areas in the state of Missouri. State law permits local governmental entities to prohibit the carrying of concealed firearms in county buildings upon the proper adoption of an ordinance by the governing body of the county. The Cedar County Library District desires to prohibit the carrying of concealed firearms in all county library buildings pursuant to the authorization provided by state law.

**Firearms in County Library Buildings**:

1. No person who has been issued a concealed carry endorsement by the Missouri Director of Revenue under Section 571.094 RSMo or who has been issued a valid permit or endorsement to carry concealed firearms issued by another state or political subdivision of another state, shall, by authority of that endorsement or permit, be allowed to carry a concealed firearm or to openly carry a firearm in any building or portion of a building owned, leased or controlled by the Cedar County Library District.
2. Signs shall be posted at each entrance of a building entirely owned, leased or controlled by the county library stating that carrying of firearms is prohibited. Where the county library owns, leases, or controls only a portion of a building, signs shall be posted at each entrance to that portion of the building stating that carrying of firearms is prohibited.
3. Any person violating this section may be denied entrance to the building or ordered to leave the building. Any Cedar County Library District employee violating this section will be disciplined. No other penalty shall be imposed for a violation of this section.

Violation of any federal or state statues or local ordinances while on the premises of the Cedar County Library District will be regarded as a violation of CCLD rules as well.

If a patron has library privileges revoked or rescinded, staff shall document the incident on the incident report form. **(Incident Report Form in Appendix)** (Rev 11/16/12)

* First Offense: Patron will be asked to leave CCLD and prohibited from returning for the remainder of the day.
* Second Offense: Patron will be asked to leave CCLD and CCLD privileges will be revoked for one week.
* Repeat Offenses: CCLD privileges will be revoked for six months.

CCLD privileges may be rescinded for one day or one week by the library staff, or in the case of minors, parent or guardian will also be notified.

Patrons will be notified of library privileges revoked for six months by written correspondence via certified mail to the patron’s last known address. Persons in apparent violation of federal, state, or local law will be reported to the police by library staff. Legal action may be taken by the library through the filing of a criminal complaint.